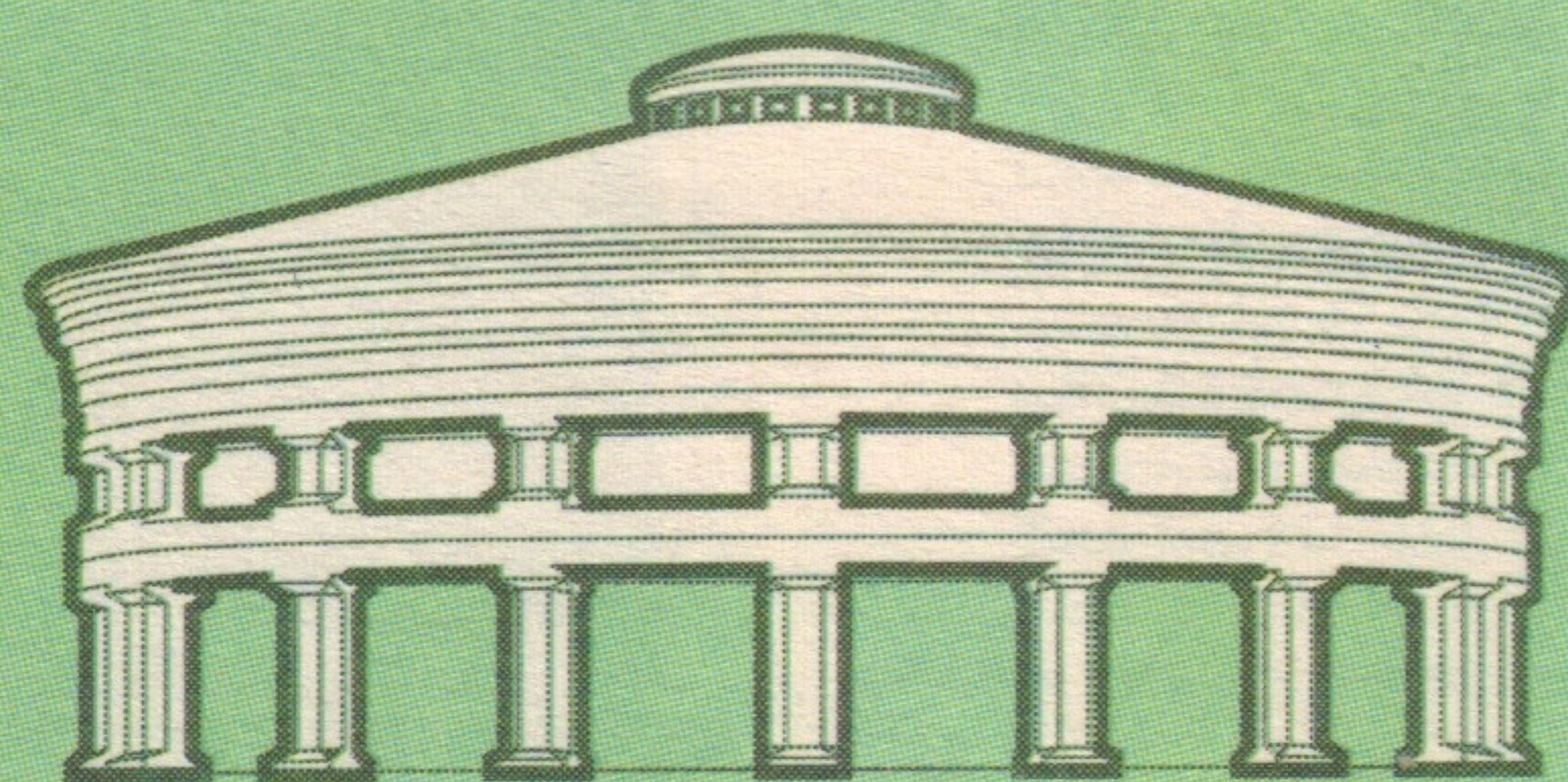




CONTINUING EDUCATION PERSONAL INTEREST
INCLUDING SPECIAL PROGRAMS
FOR YOUTH-SENIORS



SHELTON STATE
COMMUNITY COLLEGE

S P R I N G S E M E S T E R 2 0 0 5

A Schedule of Short Term and Noncredit Classes

CONTINUING EDUCATION

PERSONAL INTERESTS

CEU 124-50 INTRODUCTION TO PHOTOGRAPHY

Martin 2256 6 sessions Max. 20 students Cost: \$69
Instructor: Dennis Hall Mon. Feb. 7 - Mar. 14 6-9:15 p.m.

Develop photographic confidence and capture those treasured moments. A 35 mm or digital camera is required for this course. Students will be introduced to photographic equipment, techniques, cameras, lenses, film, filters, exposure calculations, light meters and artificial light sources. Basic techniques, visual skills and confidence will be increased.

CEU 321-50 INTERMEDIATE PHOTOGRAPHY

Martin 1835 6 sessions Max. 15 students Cost: \$69
Instructor: Dennis Hall Mon. April 4 - May 9 6-9:15 p.m.

Prerequisite: Introduction to Photography. Continue to enhance photographic skill and techniques, learn to develop film and increase understanding of proper techniques. A \$10 supply fee will be collected by the instructor and used to offset the cost of chemicals for film development.

TBI 129-50 BASICS FOR INTERIOR DECORATING

Martin 1944 8 sessions - 1.6 CEU Cost: \$89
Instructor: Anne Crawford Thurs. Jan. 13 - Mar. 10 6-8:15 p.m.

Class will not be held on February 17. Organized to provide a general overview of design and guidance in the decoration of the home, this course gives special attention to space planning, style, color and design. Flooring, wall coverings, window treatments, lighting techniques, textiles and accenting will also be covered.

TBI 148-50 BASICS FOR INTERIOR DECORATING II

Martin 1944 6 sessions - 1.2 CEU Max. 15 students Cost: \$89
Instructor: Anne Crawford Thurs. Mar. 24 - May 5 6-8:15 p.m.

Prerequisite: Interior Decorating I. Class will not be held on March 31. A random selection will be made of a room offered for redecoration by class participants. All class students will be involved in determining paint, carpet, lighting, furniture styles, materials, accessories, etc. for the redecoration project. The final session will involve the implementation of ideas and redecoration using available accessories, pictures and furniture.

CEU 317-50 INTRO TO COMPUTERS & INTERNET

Martin 1353 3 sessions Max. 15 students Cost: \$59
Instructor: Tracey Woolbright Wed. Feb. 23 - Mar. 9 6-9:15 p.m.

This course is for the very beginner to offer an introduction to the world of computers including basic information on the use of the Internet and e-mail. As time allows other basic computer uses will be discussed with topics based on the interest of the participants.

CEU 205-50 BEGINNING WOODWORKING

Martin Campus 1106 6 sessions Max 15 students Cost: \$79
Instructor: Jerry Browning Mon. Jan. 24 - Feb. 28 6-8 p.m.

This course is designed to teach basic woodworking techniques. Topics included in the course are safety, the use of woodworking tools, wood selection, project design and joinery. A toolbox will be constructed during the course. A list of supplies will be provided and the instructor will collect a fee of approximately \$30 the first night of class to cover the cost of materials.

CEU 208-50 BEGINNING WOODWORKING II

Martin Campus 1106 6 sessions Max. 15 students Cost: \$79
Instructor: Jerry Browning Mon. Mar. 14 - April 25 6-8 p.m.

Class will not be held on March 28. Continue in the development of wood working skills in this course designed to review safety and the use of woodworking tools, wood selection, project design, joinery and project costing. This course will include the building of a small table. A supply list will be provided the first night of class and the instructor will collect a fee of approximately \$30 to cover the cost of materials.

CEU 207-50 INTERMEDIATE WOODWORKING II

Martin Campus 1106 6 sessions Max. 15 students Cost: \$79
Instructor: Jerry Browning Tues. Jan. 25 - Mar. 1 6-8 p.m.

Designed for woodworkers with experience, this course will continue to develop woodworking skills in selection of wood, project design, and joinery. The project will be determined by individual participants with instructor approval. Materials and supplies are purchased independently and are in addition to the cost of the course.

CEU 238-50 FACULTY/STAFF SUPER CIRCUIT

Martin Campus 1261 30 sessions Max 30 students Cost: \$35
Instructor: Kenneth Lee T/R Jan. 11 - May 5 4:30-6:30 p.m.

Class will not be held on February 17, March 29 and 31. This course is designed for the faculty and staff at Shelton State to encourage physical health, body toning, aerobic conditioning, muscle tone development, weight maintenance and osteoporosis prevention. Upon request the instructor will assist the participant in designing an exercise program to meet individual physical needs. (Retired Shelton employees may participate for a fee of \$20.)

CEU 339-50 INTRODUCTION TO FOIL FENCING

Martin Campus Gymnasium 12 sessions Cost: \$98
Instructor: Bruce Bizzoco Wed. Jan. 26 - April 20 6:30-8:30 p.m.

Class will not be held on March 30. This introductory course in modern foil fencing basic instruction includes: en garde, simple and compound attack. Activities include foot-work such as advancing, retreating and lunging; offensive blade work such as taking of the blade, attacking the blade and feints of attack; and defensive blade work such as parry-riposte, counter-parry-riposte and the line. Students should arrive in class wearing appropriate exercise clothing including long track pants and white-soled shoes.

CEU 320-50 ENGLISH AS A SECOND LANGUAGE

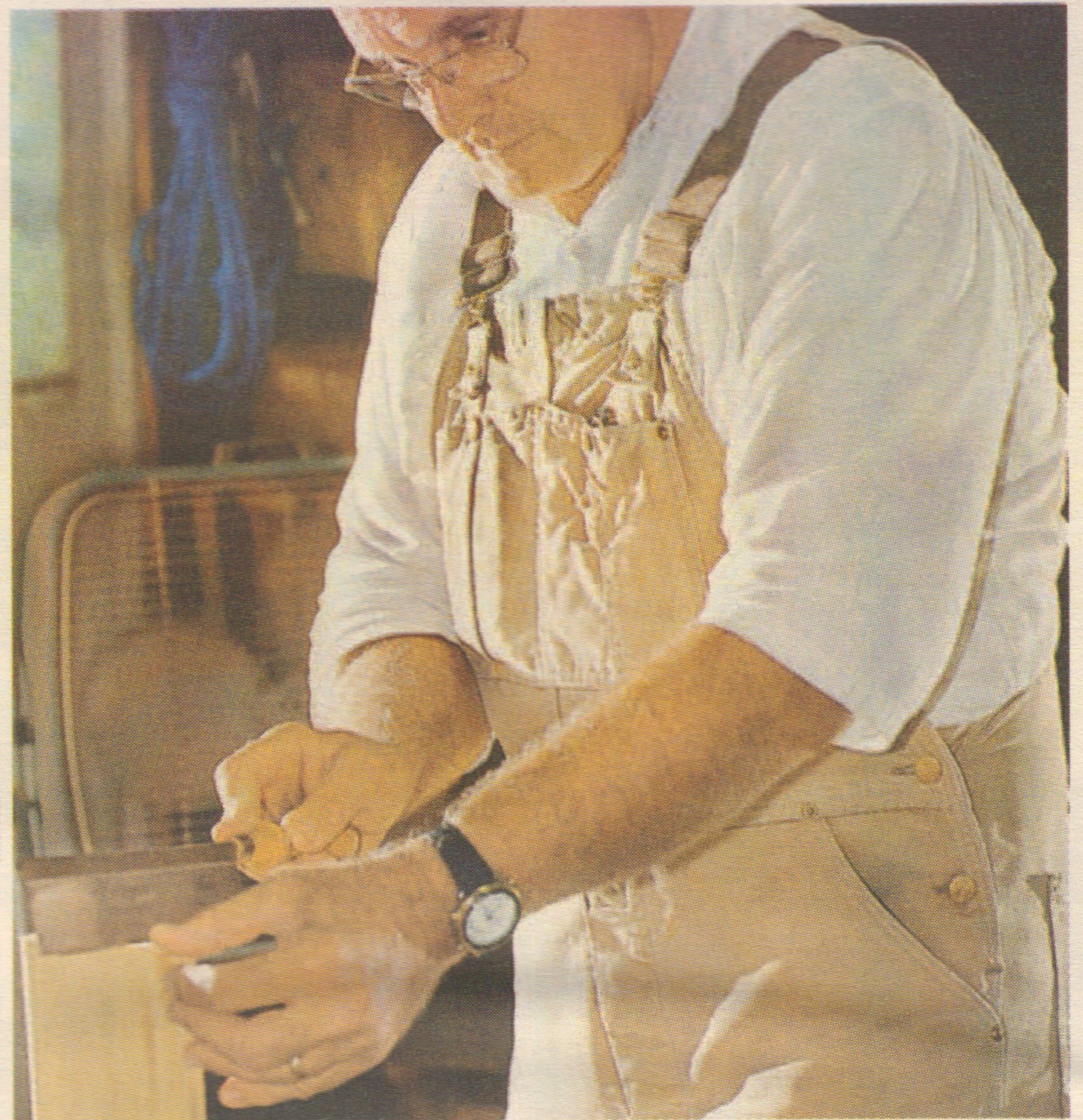
Martin Campus 2257 14 sessions Cost: \$149
Instructor: Tammy Elebash T/R Jan. 18 - Mar. 8 6-8:15 p.m.

Class will not be held on February 17. Designed for those whose native language is not English, this course will assist in developing a greater confidence in communication. Instruction will be given in understanding some of the local expressions and slang that can be so confusing as well as southern culture. Emphasis will be placed on correct pronunciation and grammar. This relaxed learning environment will explore basic expressions, expand vocabulary and review simple verb conjugations and grammar rules. Text: TBA

CEU 322-50 ENGLISH AS A SECOND LANGUAGE II

Martin Campus 2257 14 sessions Cost: \$149
Instructor: Tammy Elebash T/R Mar. 15 - May 5

Class will not be held on March 29 and 31. This course is a continuation of English as a Second Language. Expanding vocabulary and greater emphasis on pronunciation and grammar rules will be a part of this course to encourage greater ease in communication. Text: TBA



CEU 104-50 STAINED GLASS

Martin Campus 1412 4 sessions Max. 8 students Cost: \$49
Instructor: Lillian Vail Thurs. Mar. 3 - 24 6-8 p.m.

This is a beginning course in copper foil stained glass. The first session will include a demonstration of the stained glass assembly process and hands-on participation in learning to cut glass. The remaining sessions will be hands-on as participants complete a stained glass assembly. Please bring one square foot sheet or scraps of clear window glass for the first night of the course. Participants will need a starter kit that is available for purchase at the Shelton Bookstore and stained glass, available at local hobby stores.

CEU 100-50 ART APPRECIATION

Martin Campus 1941 3 sessions Cost: \$35
Instructor: Dusty Domino Mon. Feb. 21-28 6-8:15 p.m.

Explore the world of visual art with an open mind and critical eye. This course will expose you to works of art and the vocabulary you need to enjoy and discuss the variety of art that has been created over time. Application of learned material in the classroom will be utilized during a guided tour of the Westervelt Warner Museum of Young America, located on Lake Tuscaloosa. The date and time for the tour will be determined by the class participants.

CEU 170-50 BALLROOM DANCING I

Martin Campus 1901 6 sessions Cost: \$49
Instructor: Tanja Domroes Wed. Feb. 2 - Mar. 9 7-8:30 p.m.

Basic dances will be taught during this course such as the Cha Cha Cha, Slow Waltz, Rumba and Tango. A variety of classical music will be used to accompany the learning of the dance steps. Please bring an additional pair of shoes with clean soles.

CEU 391-50 BALLROOM DANCING II

Martin Campus 1901 6 sessions Cost: \$49
Instructor: Tanja Domroes Wed. Mar. 23 - May 4 7-8:30 p.m.

Class will not be held on March 30. This is a continuation of the European style ballroom dance including the Paso Doble, Vienna Waltz, Samba and Quickstep. Please bring an additional pair of shoes with clean soles.

YOUTH PROGRAMS

CEU 101-01 ACT PREP

Martin 2903 6 sessions Cost: \$89
Sat. Feb. 12 - Mar. 19 9 a.m. - 12 p.m.

Gain self-confidence and eliminate test-taking weaknesses in this intensive review of English and mathematics in preparation for the ACT. The CD will also cover the reading, science and optional writing test preparation not included in the instruction review. Text: How to Prepare for the ACT with CD Rom, by Ehrenhaft, Leahman, Obrecht, Mundsack.

CEU 339-51 INTRODUCTION TO FOIL FENCING

Martin Campus Gymnasium 12 sessions Cost: \$49 Ages 16 & under
Instructor: Bruce Bizzoco Wed. Jan. 26 - April 20 6:30-8:30 p.m.

Class will not be held on March 30. This introductory course in modern foil fencing basic instruction includes: en garde, simple and compound attack. Activities include foot-work such as advancing, retreating and lunging; offensive blade work such as taking of the blade, attacking the blade and feints of attack; and defensive blade work such as parry-riposte, counter-parry-riposte and the line. Students should arrive in class wearing appropriate exercise clothing including long track pants and white-soled shoes.

PRE-COLLEGE BALLET PROGRAM

The Pre-College Ballet Program places children in classes on the basis of their level of experience and ability. Although age is a consideration, ages are given only to provide a rough guide as to placement. The program maintains affiliation with the American Academy of Ballet and provides Performance Awards consisting of twelve levels. The American Academy of Ballet Performance Awards gives students the opportunity to perform on stage with a structured curriculum without the necessity of costumes and elaborate productions. For the adjudication the instructor will determine the level of performance that is deemed most appropriate for the student. Participation is encouraged but is not mandatory and a small fee will be collected for participants. An adjudicator from the American Academy of Ballet judges the performance and awards medals to the dancers based on their achievement. In addition to the monthly class fee, an annual fee of \$25 will be collected and used for program supportive expenses with September being the beginning renewal month. Each class level has a specific uniform. The instructor, following class placement, will provide uniform information. Parents will be given the opportunity to observe classes at specified times during the year.

CEU 187-50 CLASSICAL PRE-BALLET

Martin Campus 1901 Ages 4-5 (no previous experience) Instructor: Angela Fannin
Cost: \$25 monthly Mon. Jan. 10 – May 9 4-4:45 p.m.

Class will not be held on January 17 and March 28. The basic concepts of Classical Ballet will be taught through the use of imaginative exercises. These concepts promote the development of good posture, well stretched feet and legs, well-shaped arm positions, awareness of rhythm and musicality, control in traveling movements as well as steps and movement patterns. All students will have a uniform that is representative of their level.

CEU 188-50 CLASSICAL BALLET I & II

Martin Campus 1901 Ages 5-7 (no previous experience) Instructor: Angela Fannin
Cost: \$30 monthly Wed. Jan. 12 – May 4 4-5 p.m.

Class will not be held on March 30. The basic concepts of Classical Ballet including good posture; secure, accurate placing of the limbs; neat footwork as well as musical awareness; use of space and sense of performance will be taught. These areas are covered with developmentally appropriate material that is challenging and enjoyable for the child. All children will wear a uniform that is representative of their level.

CEU 189-50 CLASSICAL BALLET III & IV

Martin Campus 1901 Ages 6-8 (at least 1 year experience) Instructor: Angela Fannin
Cost: \$42 monthly Tues/Thur. Jan. 6 – May 5 4-5 p.m.

Class will not be held on February 17, March 29 and 31. This course will continue the basic concepts of Classical Ballet of good posture, secure and accurate placing of the limbs, neat footwork as well as musical awareness, use of space and sense of performance. These areas are covered with developmentally appropriate material that is challenging and enjoyable for the child. All students will wear a uniform that is representative of their level.

CEU 190-50 CLASSICAL BALLET V & VI

Martin Campus 1901 Ages 8 - 10 (3-4 years of experience) Instructor: Angela Fannin
Cost: \$42 monthly Tue/Thu Jan. 6 – May 5 5-6 p.m.

Class will not be held on February 17, March 29 and 31. The basic concepts of Classical Ballet including good posture, secure and accurate placing of the limbs, neat footwork as well as musical awareness, use of space and sense of performance should be clearly demonstrated. The more complex vocabulary at this level makes increased demands on strength and stamina. All children will have a uniform that is representative of their performance level.



CEU 191-50 INTERMEDIATE CLASSICAL BALLET

Martin Campus 1901 Ages 10 - 12 (4-6 years of experience) Instructor: Angela Fannin
Cost: \$60 monthly Jan. 6 – May 9 Mon. 4:45 – 6 p.m. Thurs. 6-7:15 p.m.

Class will not be held on January 17, February 17, March 28 and 31. The basic concepts of Classical Ballet including good posture, secure and accurate placing of the limbs, neat footwork as well as musical awareness, use of space and sense of performance should be clearly demonstrated. The more complex vocabulary at this level makes increased demands on strength and stamina. All children will have a uniform that is representative of their performance level.

CEU 194-50 ADVANCED CLASSICAL BALLET

Ages 12 and up (serious ballet students) Instructor: Angela Fannin
Cost: \$72 monthly Jan. 6 – May 9 Mon/Tues. 6-7:30 p.m. Wed. 5-6:30 p.m.

Class will not be held on January 17, March 28, 29 and 30. This is a combined class with the level to be assigned by the instructor. Students will continue to develop skills, consolidate technical skills and increase the range of movements. All children will have a uniform that is representative of their performance level.

PRE-COLLEGE TAP & JAZZ



In the Pre-College Tap and Jazz Program children are placed in classes on the basis of age and ability, with age serving only to provide a guide as to placement. An annual Registration Fee of \$25.00 will be collected per family with checks made payable to Dance Fund. Each student will be required to wear a leotard with tights and/or jazz pants and a pair of jazz shoes unless otherwise stated.

CEU 218-50 PRE-COLLEGE TAP I Ages 5-8

Martin Campus 1901 Ages 5-8 (0-3 years of experience) Instructor: Beth Patrick Cost: \$22 monthly
Fri. Jan. 7 – May 6 4-4:35 p.m.

Class will not be held on February 18 and April 1. This course will introduce students to basic tap and increase coordination.

CEU 219-50 PRE-COLLEGE TAP I Ages 9-12

Martin Campus 1901 Ages 9 – 12 (0-3 years experience) Instructor: Beth Patrick Cost: \$22 monthly
Fri. Jan. 7 – May 6 4:40 – 5:15 pm.

Class will not be held on February 18 and April 1. Coordination, agility and tap combinations will be stressed in this beginning course.

CEU 239-50 PRE-COLLEGE TAP II Ages 9 - 12

Martin Campus 1901 Ages 9 – 12 (3+ years experience) Instructor: Beth Patrick Cost: \$22 monthly
Fri. Jan. 7 – May 6 5:15 – 5:50 p.m.

Class will not be held on February 18 and April 1. The foundation steps of tap will be continued and more advanced combinations of steps will be introduced in this course.

CEU 240-50 PRE-COLLEGE TAP I Ages 12 - 17

Martin Campus 1901 Ages 12 -17 (0-2 years experience) Instructor: TBA Cost: \$22 monthly
Tues. Jan. 11 – May 3 8:05 – 8:45 p.m.

Class will not be held on March 29. The focus for this course will be the foundation steps for tap. Focus will be placed on building speed and agility.

CEU 241-50 ADULT TAP I Ages 18 +

Martin Campus 1901 Ages 18 & up (0-2 years experience) Instructor: Beth Patrick Cost: \$22 monthly
Thurs. Jan. 6 – May 5 7:30 – 8:05 p.m.

Class will not be held on February 17 and March 31. This is a beginning tap class based on the foundational steps for tap. No uniform is required but tap shoes are mandatory.

CEU 242-50 ADULT TAP II

Martin Campus 1901 Ages 18 & up (3+ years experience) Instructor: Beth Patrick Cost: \$24 monthly
Thurs. Jan. 6 – May 5 8:10 – 8:50 p.m.

Class will not be held on February 17 and March 31. This is a more intensive study of tap with advanced combinations and across the floor work.

CEU 243-50 PRE-COLLEGE ADVANCED TAP

Martin Campus 1901 Ages 13 & up (3+ years experience) Instructor: Beth Patrick Cost: \$24 monthly
Mon. Jan. 10 – May 9 8:10 – 8:45 p.m.

Class will not be held on January 17 and March 28. This class will consist of advanced tap techniques. Students will be expected to maintain a performance level during the course.

CEU 212-50 PRE-COLLEGE PRE-JAZZ

Martin Campus 1927 Ages 4-5 (0-2 years experience) Instructor: Beth Patrick Cost: \$22 monthly
 Mon. Jan. 10 – May 9 4:50 – 5:25 p.m.

Class will not be held on January 17 and March 28. This course will introduce the students to basic jazz movements and will enhance body coordination. The students will also be introduced to stretching the muscles and maintaining proper posture.

CEU 213-50 PRE-COLLEGE JAZZ I Ages 6-8

Martin Campus 1927 Ages 6-8 (0-3 years experience) Cost: \$22 monthly
 Instructor: Beth Patrick Mon. Jan. 10 – May 9 5:30 – 6:05 p.m.

Class will not be held on January 17 and March 28. This course is a continuation of the Pre-Jazz course. Students will continue to develop jazz movements, proper foot placement and body coordination.

CEU 214-50 PRE-COLLEGE JAZZ I Ages 9-12

Martin Campus 1927 Ages 9-12 (0-1 year experience) Cost: \$22 monthly
 Instructor: Beth Patrick Mon. Jan. 10 – May 9 4:43 p.m.

Class will not be held on January 17 and March 28. The basic concepts of jazz movement will be introduced in this course. Students will learn to lengthen the muscles and also learn proper foot placement in jazz. Modern and Classical Jazz will be the basis style of this course.

CEU 215-50 PRE-COLLEGE JAZZ I Ages 12 +

Martin Campus 1901 Ages 12 & up (0-2 years experience) Cost: \$22 monthly
 Instructor: Emily Rutledge Tues. Jan. 11 – May 3 7:30 – 8:05 p.m.

Class will not be held on March 29. This is an introductory course for basic modern and classical jazz. Included will be basic jazz movements, body coordination and exercises to stretch the muscles and maintain proper posture.

CEU 216-50 PRE-COLLEGE JAZZ II Ages 9-12

Martin Campus 1927 Ages 9 – 12 (3+ years experience) Cost: \$22 monthly
 Instructor: Emily Rutledge Tues. Jan 11 – May 3 6:10 – 6:45 p.m.

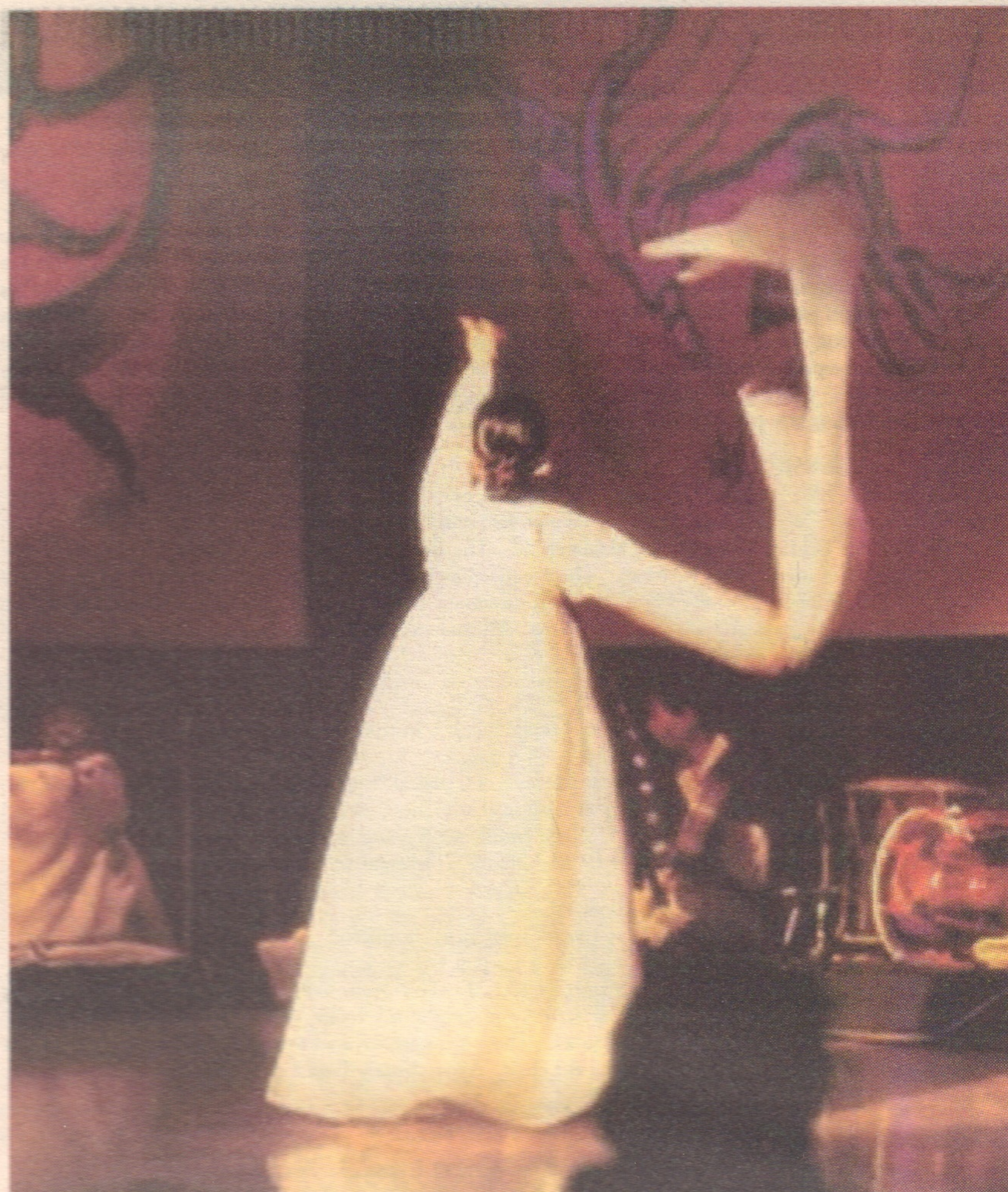
Class will not be held on March 29. This course will continue to develop jazz technique with more complex combinations of techniques added.

CEU 217-50 PRE-COLLEGE ADVANCED JAZZ

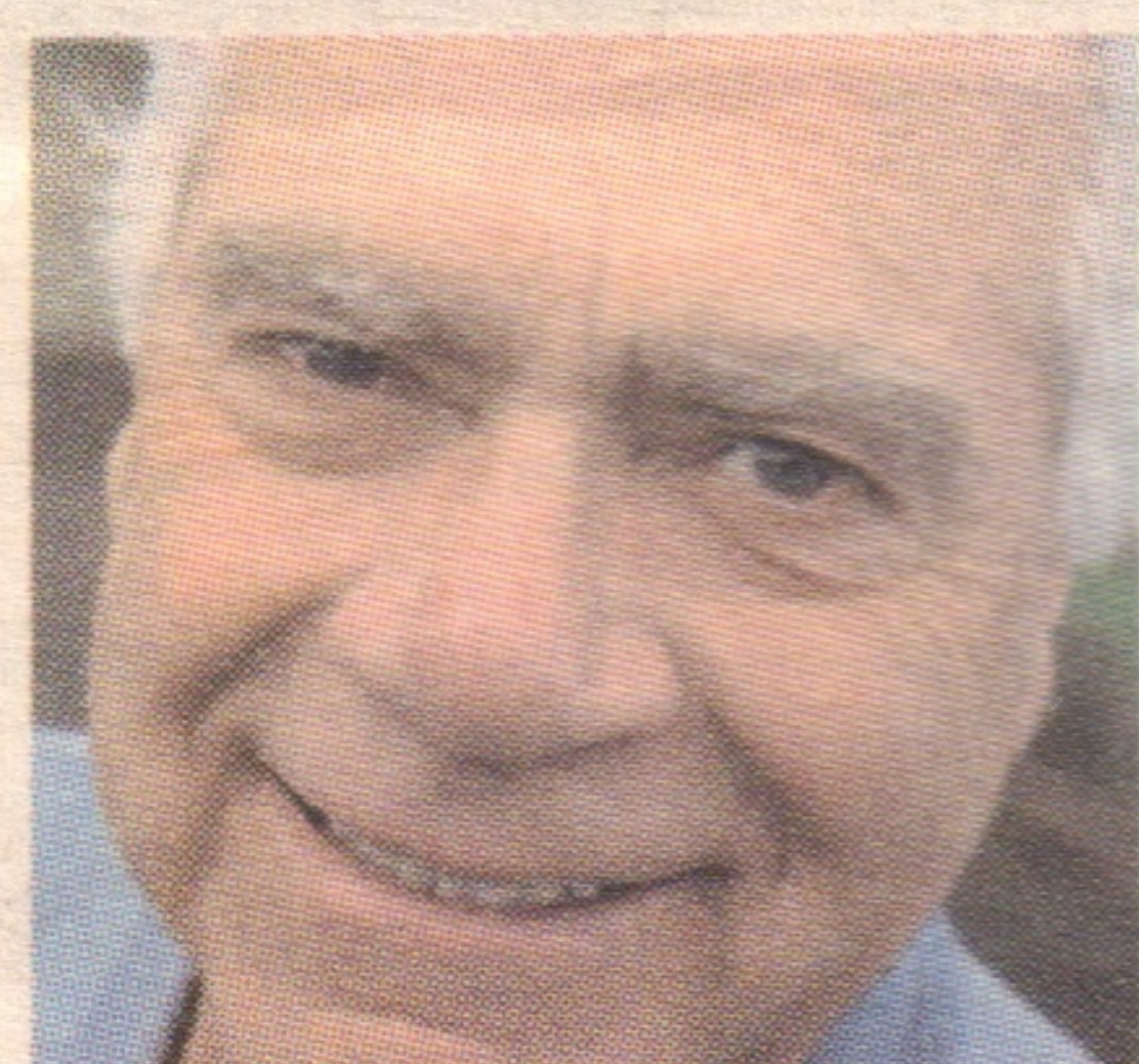
Martin Campus 1901 Ages 13 & up (3+ years experience) Cost: \$24 monthly
 Instructor: Rachel Morrison Mon. Jan. 10 – May 9 7:30 – 8:10 p.m.

Class will not be held on January 17 and March 28. This intensive course will provide guidance in developing performance level advanced techniques. Each student will be required to wear a black leotard with jazz pants and a pair of jazz shoes.

The registration form for all courses included in this publication is found on page 4 of the schedule.



SENIOR ADULT PROGRAMS



ATTENTION SENIOR LEARNERS:

For your convenience, Shelton State Community College is offering two options of classes for the spring semester especially designed for senior adult learners. All of these courses are coordinated through Continuing Education.

OPTION ONE: SENIOR SCHOLARSHIP PROGRAM

The State of Alabama provides a scholarship program for senior adults allowing an individual to register for any of the credit courses offered through the college. The following guidelines must be followed: (1) An individual must be 60 years of age or older at the time of enrollment. (2) Each course may be taken only one time. (3) A person will be placed in a course after fifteen traditional students have been enrolled. (4) To qualify, individuals must provide proof of high school graduation or the equivalent. The cost of each course is eighteen dollars per semester hour with registration handled through Continuing Education. For more information or for clarification, please call Continuing Education (205) 391-2386.

OPTION TWO: FROM THE WELLNESS CENTER

Five exercise classes are provided at a minimal cost to senior students fifty-five years of age and older.

CEU 108-01 SLIMNASTICS FOR SENIORS

Martin Campus 1262 30 sessions Max 35 students Cost: \$20
 Instructor: Dolores Royal M/W Jan. 10 – May 2 8:15 – 9:05 a.m.
 Class will not be held on January 17, March 28 and 30. Course description follows.

CEU 108-02 SLIMNASTICS II FOR SENIORS

Martin Campus 1262 30 sessions Max 35 students Cost: \$20
 Instructor: Dolores Royal T/R Jan. 6 – May 5 9:45 a.m.

Class will not be held on February 17, March 29 and 31. These low impact aerobics classes offer supervised weight lifting, floor exercises, and aerobic workout designed for cardiovascular health and physical fitness.

CEU 220-01 WEIGHT TRAINING FOR SENIORS

Martin Campus 1263 30 sessions Max 30 students Cost: \$20
 Instructor: Dolores Royal M/W Jan. 10 – May 2 11:30 a.m.–12:20 p.m.
 Class will not be held on January 17, March 28 and 30.

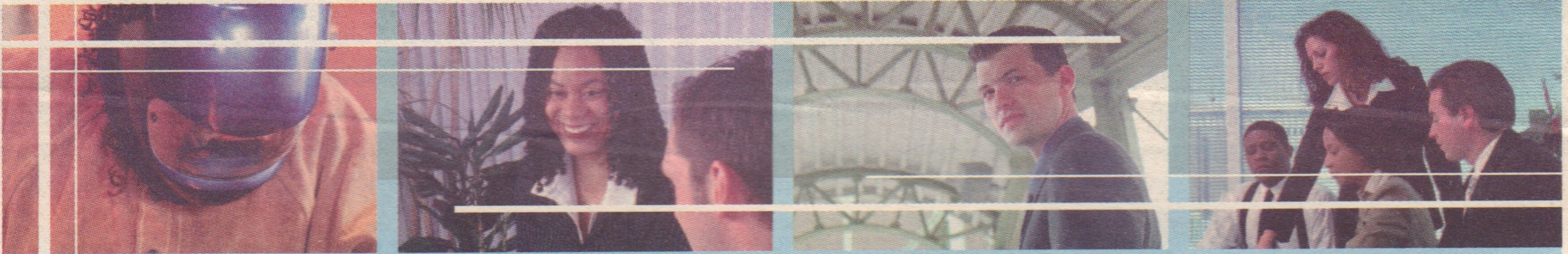
CEU 220-50 WEIGHT TRAINING FOR SENIORS

Martin Campus 1263 30 sessions Max. 30 students Cost: \$20
 Instructor: Catherine Beville M/W Jan. 10 – May 2 2:15 – 3:05 p.m.
 Class will not be held on January 17, March 28 and 30. Designed especially for seniors, these courses will improve overall muscular and cardiovascular strength and endurance and also help prevent osteoporosis.

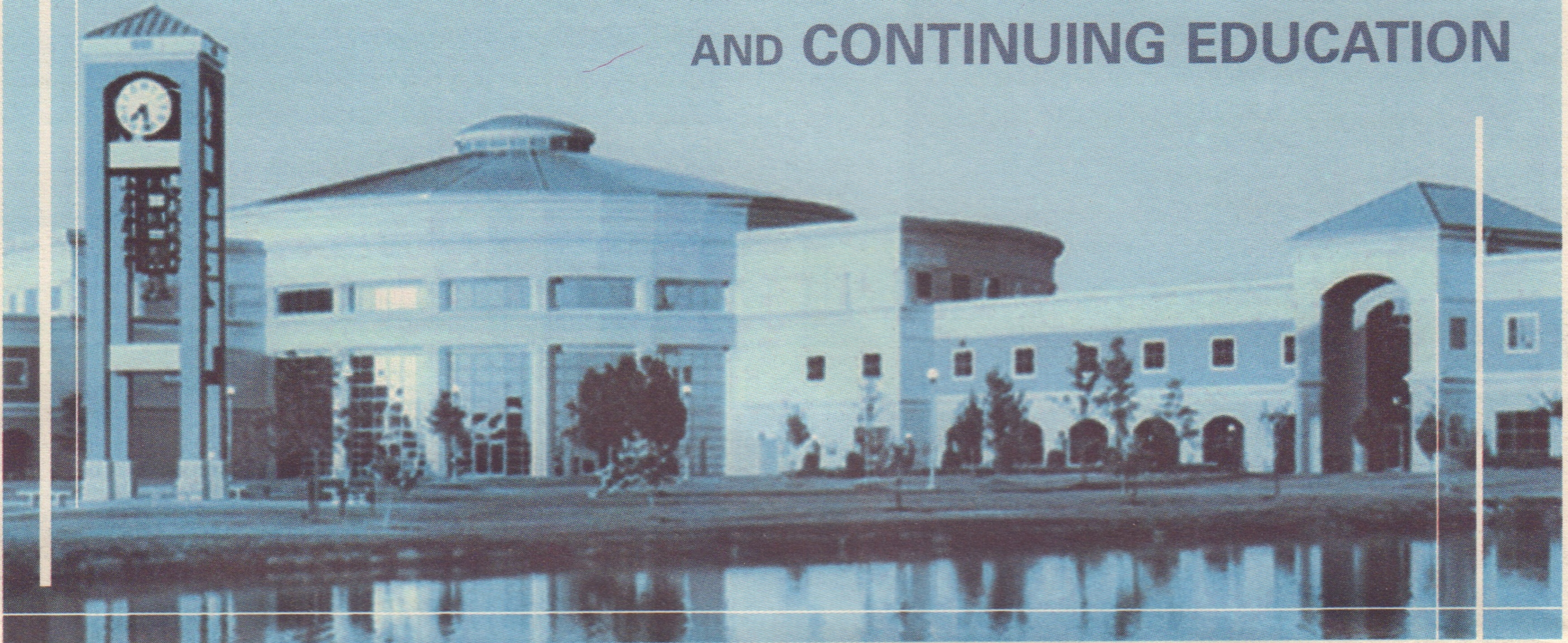
CEU 238-01 SUPER CIRCUIT FOR SENIORS

Martin Campus 1261 30 sessions Max 25 students Cost: \$20
 Instructor: Robert Wilson T/R Jan. 6 – May 5 8-8:50 a.m.
 Class will not be held on February 17, March 29 and 31. This is a body toning and aerobic conditioning class using Nautilus equipment designed for overall conditioning and muscle development as well as weight maintenance and osteoporosis prevention.



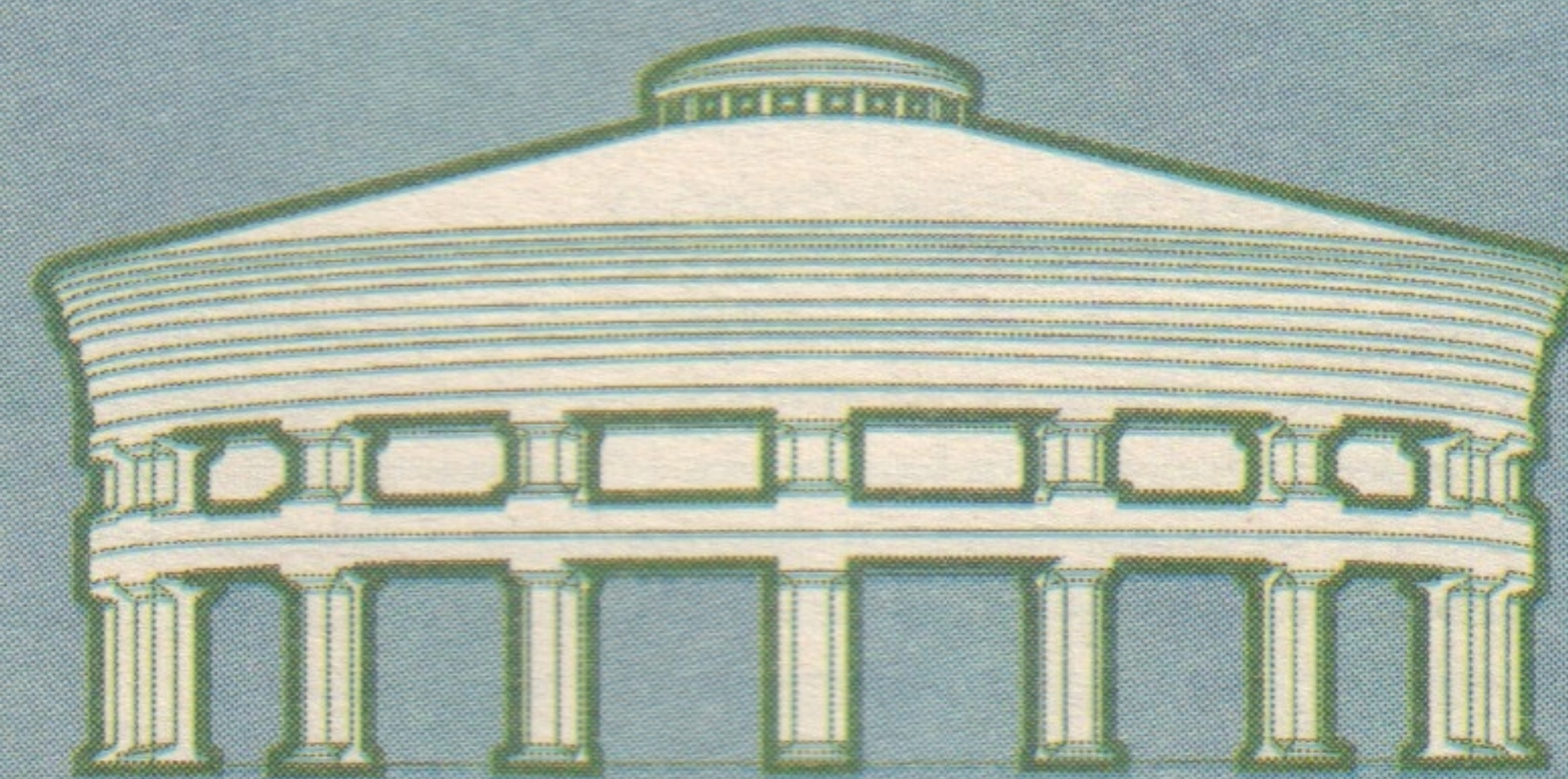


TRAINING FOR BUSINESS & INDUSTRY CENTER AND CONTINUING EDUCATION



Shelton State Community College
9500 Old Greensboro Road
Tuscaloosa, AL 35405

NON PROFIT ORG
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TUSCALOOSA, AL



SHELTON STATE

COMMUNITY COLLEGE

SPRING SEMESTER 2005

A Schedule of Short Term and Noncredit Classes

BUSINESS & INDUSTRY SERVICES • CUSTOMIZED TRAINING

Training for Business and Industry (TBI) offers **group rates** on the training programs listed in the current schedule. In addition, **CUSTOMIZED TRAINING** *may be designed* to meet specific company or organizational needs. Customized training is available upon request when and where needed, and is tailored to meet the particular company needs. TBI works closely with local business leaders to provide professional instruction that upgrades the skills needed in today's workplace.



CONTINUING EDUCATION CAREER SKILLS TRAINING

MANUFACTURING TECHNOLOGY

The Industrial Maintenance Technology program is designed to provide training necessary for a maintenance technician to perform multi-skilled maintenance in manufacturing plants. Students must meet the standard College enrollment requirements to receive credit.

Industrial Maintenance Classes are scheduled based on demand.

Principles of Industrial Maintenance	Industrial Motor Controls I
Fundamentals of Industrial Hydraulics and Pneumatics	DC Fundamentals
Principles of Mech. Measurements & Tech. Drawing	AC Fundamentals
Preventive Maintenance	Principles of Industrial Maintenance Metal Welding
Principles of Industrial Pumps and Piping Systems	and Cutting Techniques
Principles of Industrial Environmental Controls	Introduction to Process Control
Precision Machining Fundamentals I	Fundamentals of Electricity I
Industrial Wiring I	Fundamentals of Electricity II
Industrial Motors I	Industrial Safety and Maintenance Techniques
Industrial Motors II	

WELDING CERTIFICATION & TESTING

Shelton State Community College offers various courses and a certification for welders. Testing is conducted each Friday morning between the hours of 7:00-10:00 a.m. For more information or to set up a certification test, please contact the Training for Business & Industry Center at (205) 391-2434.

TRUCK DRIVER TRAINING

This is an eight-week, non-credit program that is offered through Training for Business and Industry. Upon successful completion of the program's course and passing the DOT written examination, the student will receive his/her operator's licensure and a certificate of completion from Shelton State. Training is also available in Livingston, AL. For more information on this program or to register for a class below, contact Continuing Education at (205) 391-2386.

TBI 225-01	Mon - Fri. Jan. 6 - Mar. 3	7:30 a.m. - 3:30 p.m.	Cost: \$2400
TBI 225-02	Mon - Fri. Mar. 4 - May 9	7:30 a.m. - 3:30 p.m.	Cost: \$2400
TBI 001-01	Mon - Fri. Jan. 6 - Feb. 16	7:30 a.m. - 3:30 p.m.	Cost: \$2400
TBI 001-03	Mon - Fri. Feb. 28 - April 8	7:30 a.m. - 3:30 p.m.	Cost: \$2400
TBI 001-05	Mon - Fri. April 18 - May 27	7:30 a.m. - 3:30 p.m.	Cost: \$2400

FORKLIFT OPERATOR SAFETY TRAINING

Keep your employees from injury and your business compliant with OSHA standards by training forklift operators in the safe and proper handling of lift trucks. A training seminar lasting approximately 3-4 hours consists of: (1) an up-to-date safety video complete with handbooks, (2) a review of each section covered in the handbook, (3) a written test and (4) an actual hands-on demonstration conducted on-site at your location. All employees completing the seminar will receive a certificate and operator's license. Contact Training for Business and Industry at (205) 391-2434 to schedule a training session for your company.

FOCUSED INDUSTRY TRAINING (FIT)

The FIT program has been developed in response to the need to supply an ongoing worker pool to new and expanding industry as well as to respond to the need to back fill entry-level positions that have been vacated through technical training. FIT training will be offered in 10 sites and will be available in the following counties: Tuscaloosa, Pickens, Fayette, Bibb, Hale, Green, Sumter, and Marengo.

The FIT program is designed to provide basic skills to entry-level workers at all levels. Targeted instruction includes skill training in Computer Literacy, Reading, Applied Mathematics, Applied Technology, Locating Information, Observation and Teamwork. Workplace Essentials includes sessions on the following topics: Work Ethics, Critical Thinking Skills, Diversity, Sexual Harassment, Workplace Violence, and Workplace Safety. Training also includes basic manufacturing concepts including precision measurement, principles of Quality Manufacturing, and Lean Manufacturing, with additional skill training added as identified by local business and industry as necessary for entry level jobs within their companies. The 400 hour training will be provided in some areas as an evening class and does not require a high school diploma or GED and will allow trainees maximum flexibility in attaining required competency levels. After acquisition of all required skill competencies and completion of classroom time, trainees will receive documentation from Shelton State Community College as a "Certified Alabama Worker." Completers will receive continued support through job placement and continued career progression and ongoing training opportunities.

For Information Contact: Vanessa Rice @ 205.391.2653 or
Kathy Coleman @ 205.391.2489 or Susie Smith @ 205.391.2405

Current customized training programs include:

- Computer Applications
- Industrial Maintenance Technology
- Customer Service
- Leadership and Supervision
- Workplace Spanish
- Forklift Safety
- Truck Driver Training
- Welding

KEYBOARDING

TBI 130-50	Mon.	Jan. 24 - Feb. 28	6-9:15 p.m.	
TBI 130-51	Mon.	April 4 - May 9	Room 2260	Cost: \$125
6 sessions - 1.8 CEU Maximum 15 students Instructor: Marie Ward				
Alphabetic keys, numbers and common symbols will be covered in exercises to teach the entire keyboard with speed and accuracy recorded. Please bring one 3.5" high-density disk and a pencil.				

INTRO TO COMPUTERS & WINDOWS

TBI 131-50	Mon.	Jan. 10 - Feb. 28	6-9:15 p.m.	
Class will not be held on January 17.				
TBI 131-51	Wed.	Mar. 16 - May 4	6-9:15 p.m.	
Class will not be held on March 30.				
			Room 1353	Cost: \$125
7 sessions - 2.1 CEU Maximum 15 students Instructor: Dave Cooper				
PREREQUISITES: Keyboarding. Topics included in this very basic course are the computer components and their usage; an overview of computer software and uses; the basics of Windows communication, launching an application program; exploring the windows desktop; disk organization and menus; getting online help; managing files and folders; and windows explorer. Text: <i>Microsoft Windows XP Basics</i> , by Marly Bergerud and Donald Busche. Please bring one 3.5 inch high-density disk.				

INTRODUCTION TO MICROSOFT WORD

TBI 202-50	Mon.	Mar. 14 - April 25	6-9:15 p.m.	Room 1353	Cost: \$125
6 sessions - 1.8 CEU Maximum 15 students Instructor: Dave Cooper					
PREREQUISITES: Keyboarding and Windows. Class will not be held on March 28. Topics in this course include opening, closing, creating, saving, previewing, and printing documents; bullets and numbering; fonts; character and paragraph settings; move/copy, search/replace; spell; thesaurus and grammar check; glossaries and macros; document merge; tabs and indents; headers/footers; page numbering; document views; selecting text; scroll bars; pagination; shortcut keys and more. Text: <i>Microsoft Office Word 2003 - Illustrated Complete</i> , by Jennifer Duffy, and Carol Cram. Please bring one 3.5 inch high density disk.					

INTRODUCTION TO MICROSOFT EXCEL XP

TBI 203-50	Thurs.	Jan. 13 - Feb. 24	6-9:15 p.m.	Room 1353	Cost: \$125
6 sessions - 1.8 CEU Maximum 15 students Instructor: Richard Carroll					
PREREQUISITES: Basic Computer and Windows. Class will not be held on February 17. Learn about Excel's menu selection, cursor movement, data types, cell addressing, and help options to build a simple spreadsheet. Edit data, formulas, functions, formatting, web queries, the use of the handy AutoFormat feature to format your data and linking a worksheet to a word document will also be included. Text: <i>Microsoft Office Excel 2003: Complete Concepts and Techniques</i> , by Shelly, Cashman & Quasney. Please bring a 3.5 inch high density disk.					

INTRODUCTION TO MICROSOFT ACCESS XP

TBI 204-50	Thurs.	Mar. 10 - April 21	6-9:15 p.m.	Room 1353	Cost: \$125
6 sessions - 1.8 CEU Maximum 15 students Instructor: Leah Yearby					
PREREQUISITES: Basic Computer and Windows. Class will not be held on March 31. Create, edit, and modify tables, set field properties and manipulate records as part of this course. Learn to set queries both from the design view and query wizard and set criteria to view subsets of data. Design forms to ease data entry and produce polished reports from existing data. Enhance forms and reports for a professional appearance. Text: <i>Microsoft Office Access 2003: Illustrated Series</i> , by Lisa Friedrichsen. Please bring a 3.5 inch high density disk.					

INTRODUCTION TO MICROSOFT POWERPOINT XP

TBI 201-50	Tues.	Feb. 22 - Mar. 15	6-9:15 p.m.	Room 1353	Cost: \$99
4 sessions - 1.2 CEU Maximum 15 students Instructor: Tracey Woolbright					
PREREQUISITES: Basic Computer and Windows. Learn to use toolbars and Office Assistant; add text to slides; select text; insert text boxes; delete slides; find and replace text; spell check and AutoCorrect; and arrange, move, duplicate, delete and rotate objects. After completing this course you will be able to create custom templates, enhance presentations, work with embedded objects, customize the PowerPoint environment and build interactive presentations. Please bring a box of 3.5 inch high density disks. Text: <i>New Perspectives Microsoft PowerPoint 2003, Introductory</i> , by Zimmerman & Zimmerman.					

INTRODUCTION TO QUICKBOOKS PRO

TBI 200-50	Tues.	Jan. 11 - Feb. 15	6-9:15 p.m.	Room 1353	Cost: \$125
6 sessions - 1.8 CEU Maximum 15 students Instructor: TBA					
PREREQUISITE: Basic Accounting and Windows. This course offers a checkbook format for computerized accounting. Included in the training will be instruction regarding establishing accounts; creating company lists for employees, jobs and vendors; customizing fields; establishing product inventory records; ordering, receiving and paying for inventory; tracking and paying sales tax; doing payroll with QuickBooks; time tracking, job costing, and more. Please bring one 3.5 inch high density disk. Text: <i>QuickBooks Pro Learners Guide</i> , by A.L. Craig.					

INTRODUCTION TO WEB PAGE DESIGN

TBI 205-50	Wed.	Jan. 12 - Feb. 16	6-9:15 p.m.	Room 1353	Cost: \$125
6 sessions - 1.8 CEU Maximum 15 students					
PREREQUISITES: Windows, Word, Internet. This is a hands-on course teaching the creation, production and linking of WWW pages, designing and writing HTML documents (Hypertext Markup Language), and adding images, sounds and videos to Web presentations. Please bring a box of 3.5 inch high density disks. Text: <i>New Perspectives on Creating Web Pages with HTML, Third Edition, Introductory</i> , by Patrick Carey.					

INTRODUCTION TO VISUAL BASIC

TBI 103-50 Tues. Mar. 22 – May 3 6-9:15 p.m. Room 1353 Cost: \$125
6 sessions – 1.8 CEU Maximum 15 students

Prerequisite: Solid computer knowledge. Class will not be held on March 29. Visual Basic is the most widely used programming language and development tool for creating Windows applications. The participant will learn to write Windows programs and achieve an understanding of the principles of object-oriented and event-driven programming. Text: *Visual Basic Programming for the Absolute Beginner*, by Michael Vine.

INTRODUCTION TO PHOTOSHOP

TBI 106-50 Thurs. Mar. 17 – April 28 6-9:15 p.m. Fredd Campus 502 Cost: \$125
6 sessions – 1.8 CEU Maximum 15 students

Class will not be held on March 31. Prerequisite: Basic computer knowledge. Learn to bring out the best with quick fixes and detailed enhancement of any digital photograph. Learn to create a variety of design projects such as postcards, calendars, brochures, and photo projects. Text: TBA

BASIC ACCOUNTING I

TBI 338-50 Thurs. Jan. 13 – Feb. 24 6-8:15 p.m. Room 2409 Cost: \$98
6 sessions - 1.2 CEU Instructor: Joe Petry Maximum 15 students

Class will not be held on February 17. This basic course will teach setting up accounting records and books, developing an understanding of classifying transactions in a general ledger, and an introduction to financial statement preparation. Text: *Accounting Fundamentals, 6th Edition* by Curran and Flashner.

BASIC ACCOUNTING II

TBI 355-50 Thurs. Mar. 10 – April 21 6-8:15 p.m. Room 2409 Cost: \$98
6 sessions – 1.2 CEU Instructor: Joe Petry Maximum 15 students

PREREQUISITE: Basic Accounting I. Class will not be held on March 31. Continue to build the skills introduced in Basic Accounting I in this course that is designed to assist in detecting accounting errors and making the necessary adjustments for correction. Concentration will be placed on the journals needed to handle a volume of transactions and financial statement preparation. Text: *Accounting Fundamentals, 6th Edition* by Curran and Flashner.

PROFESSIONAL BUSINESS COMMUNICATION

TBI 134-50 Tues. Feb. 8 – Mar. 15 6-8:15 p.m. Room 2409 Cost: \$98
6 sessions - 1.2 CEU Instructor: Ginger Rue

This course will assist participants in conveying a more professional image in all areas of communication including written, verbal and nonverbal messages. There will be a review of proper grammar usage as well as an emphasis placed on developing writing skills for professional reports, memos and other documents. Participants will also learn to improve interpersonal verbal communication and how to present a more professional persona. Text: TBA

INTRODUCTION TO SIGN LANGUAGE

TBI 136-50 Mon. Jan. 10 – Mar. 7 6-8:15 p.m. Room 2410 Cost: \$89
8 sessions – 1.6 CEU Instructor: Nancy Stansell Maximum 15 students

Class will not be held on January 17. Learn American Sign Language for communication with America's hearing impaired community by use of finger spelling, vocabulary, and fluency through hand shapes, facial expressions, body language and mime. Text: *A Basic Course in American Sign Language*, by T.J. O'Rourke.

INTRODUCTION TO SIGN LANGUAGE II

TBI 142-50 Mon. Mar. 14 – May 9 6-8:15 p.m. Room 2410 Cost: \$89
8 sessions – 1.6 CEU Instructor: Nancy Stansell Maximum 15 students

PREREQUISITE: Introduction to Sign Language. Class will not be held on March 28. This course will continue to expand vocabulary and increase fluency and confidence in communication and translation. Text: *A Basic Course in American Sign Language*, by T. J. O'Rourke.

BEGINNING CONVERSATIONAL SPANISH I

TBI 143-50 Mon. Jan. 10 – Feb. 28 6-8:15 p.m. Room 2403 Cost: \$89
7 sessions – 1.4 CEU Instructor: Roberta Hess

Class will not be held on January 17. Gain a background in grammatical structures, vocabulary, phonetics and pronunciation of the Spanish language. Designed for those with little to no knowledge of the language, practice phrases and grammatical structure for basic communication will be introduced. Text: *Spanish in Ten Minutes a Day*, by Kristine Kershul.

BEGINNING CONVERSATIONAL SPANISH II

TBI 144-50 Mon. Mar. 14 – May 2 6-8:15 p.m. Room 2403 Cost: \$89
7 sessions – 1.4 CEU Instructor: Roberta Hess

PREREQUISITE: Beginning Conversation Spanish I. Class will not be held on March 28. This course is a continuation of the Beginning Conversational Spanish I course tailored for participants with very basic knowledge of Spanish vocabulary and grammar. Emphasis will be placed on improving vocabulary and oral communication skills. Text: *Spanish in Ten Minutes a Day*, by Kristine Kershul.

BEGINNING CONVERSATIONAL GERMAN

TBI 108 50 Tues. Jan. 18 – Mar. 1 6-8:15p.m. Room 2410 Cost: \$98
7 sessions – 1.4 CEU Instructor: Saskia Bunting

This course is designed to provide students with the fundamentals of the German language and culture. Verbal communication will be stressed, but also included will be reading, writing and listening proficiency. Text: *Access German: A First Course for Adults*, by Henriette Harnisch.

BEGINNING CONVERSATIONAL GERMAN II

TBI 120 50 Tues. Mar. 15 – May 3 6-8:15 p.m. Room 2410 Cost: \$98
7 sessions – 1.4 CEU Instructor: Saskia Bunting

Class will not be held on March 29. Continue in the development of understanding of the German language in this level II course. Increased emphasis will be placed on vocabulary enrichment, reading, listening skills and conversational exchange. Text: *Access German: A First Course for Adults*, by Henriette Harnisch.

BASICS IN SPRING FLORAL DESIGN

TBI 121-50 Tues/Thurs. Jan. 11, 13 – Feb. 8 6-8:15 p.m. Room 1412 Cost: \$69
6 sessions - 1.2 CEU Instructor: Randy Howell Maximum 20 students

This course teaches the basic principles in floral design focusing on spring themes. Emphasis will be placed on balance, stability, proportion, rhythm and harmony as well as the elements of line, form and texture. Information regarding containers, conditioning and handling is included. Supplies are in addition to the cost of the course and are to be purchased independently.

WEDDING WORKS!

TBI 107-50 Tues/Thurs. Feb. 10, 15 – Mar. 15 6-8:15 p.m. Room 1412 Cost: \$69
6 sessions - 1.2 CEU Instructor: Randy Howell Maximum 20 students

Modern wedding design is a complete, practical course in professional floral methods. It provides training in the fundamental types of bouquets for home and church procedures. Boutonniere, corsages, and reception flowers will be discussed. The first class is a demonstration. In each remaining session, participants will receive guidance in a personal creation. Supplies are in addition to the cost of the course and are to be purchased independently.

INTERMEDIATE FLORAL DESIGN

TBI 122-50 Tues. Mar. 22 – May 3 6-8:15 p.m. Room 1412 Cost: \$69
6 sessions – 1.2 CEU Instructor: Randy Howell Maximum 20 students

Class will not be held on March 29. Expand your level of skill and expertise with the use of basic principles in floral design and produce marvelous results. Classes include observation and hands-on experience in floral arrangements. Supplies for the class are in addition to the cost of the course and are to be purchased independently.

CREATIVE CAKES - DECORATING MADE EASY

TBI 140-50 Mon. Jan. 31 – Feb. 21 6-8:15 p.m. Room 1412 Cost: \$49
4 sessions - .8 CEU Instructor: Carol Bersch Maximum 15 students

Create beautiful, elegant and whimsical cakes for birthdays, sporting events, weddings and other occasions. Learn to make stars, roses, and more. Great cake and icing recipes will be shared. A supply list will be provided upon registration. Supplies are in addition to the cost of the course and are to be purchased independently.

CREATIVE CAKES II – FLOWERS & MORE

TBI 141-50 Mon. Mar. 7 – April 4 6-8:15 p.m. Room 1412 Cost: \$49
4 sessions - .8 CEU Instructor: Carol Bersch Maximum 15 students

PREREQUISITE: Creative Cakes I. Class will not be held on March 28. Continue in the development of decorating skills and learn to make the daisy, violet, primrose and fern. A demonstration will be given of the basket weave. A supply list will be provided upon registration. Supplies are in addition to the cost of the course and are to be purchased independently.

CREATIVE CAKES III

TBI 147-50 Mon. April 18 – May 9 6-8:15 p.m. Room 1412 Cost: \$49
4 sessions - .8 CEU Instructor: Carol Bersch Maximum 15 students

PREREQUISITES: Creative Cakes I and II. In the third level of cake decorating fondant and tiered cakes will be taught as well as additional flowers. A supply list will be provided with registration. Supplies are not included in the cost of the course and are to be purchased independently.

ONE-DAY COMPUTER WORKSHOPS

9 a.m. – 4 p.m. .6 CEU Room 1353 Cost: \$75

Microsoft Word XP: Level I
TBI 202-01 Thur. Feb. 3
Microsoft Word XP: Level II
TBI 202-02 Thurs. Feb. 10
Microsoft Excel XP: Level I
TBI 203-01 Thurs. Feb. 24
Microsoft Excel XP: Level II
TBI 203-02 Thurs. Mar. 3
Microsoft Access XP: Level I
TBI 204-01 Thurs. Mar. 10

Microsoft Access XP: Level II
TBI 204-02 Thurs. Mar. 17
Microsoft PowerPoint XP: Level I
TBI 201-01 Thurs. Mar. 24
Microsoft PowerPoint XP: Level II
TBI 201-02 Thurs. April 7
INTEGRATING MICROSOFT OFFICE
TBI 133-50 Thurs. April 14

PROFESSIONAL DEVELOPMENT

REAL ESTATE

REAL ESTATE PRINCIPLES

TBI 104-50 Mon. Jan. 10 – May 9 6-9:35 p.m.
Room 2214 15 sessions – 5 CEU Cost: \$360

Class will not be held on January 17 and March 28. This is an introductory real estate course that will prepare participants to take the Alabama Real Estate test to become a licensed realtor. The course will provide the necessary terminology, background and understanding of real estate principles. Topics include history of property ownership, real estate finance, real estate law, and the mechanics of listing and closing the sale. Text: *Modern Real Estate Practice*, by Galaty, Allway & Kyle and the State of Alabama, Real Estate Commission License Law.

REAL ESTATE APPRAISAL

USPAP – 7 HOURS

TBI 113-01 Thurs. Feb. 10 8 a.m. – 5 p.m.
Room 2931 Cost: \$89 7 contact hours - .7 CEU
Instructor: Richard Maloy

FORESTRY

LAWS GOVERNING FORESTRY OPERATION AND FORESTRY ETHICS

TBI 118-01 Thurs. Feb. 17 8:30 a.m. – 4:30 p.m.
Room 2931 Cost: \$89 7 contact hours - .7 CEU
Instructor: Rebecca Pritchett Lunch is included in the price of the course.

WORKKEYS[®]

ACT[™]

Improving the Quality of Our Workforce

Shelton State is a certified ACT WorkKeys Service Center. For more information regarding Job Profiling, Assessments, and Targeted Instruction, contact the Training for Business & Industry Center at (205) 391-2434.

SPANISH IN THE WORKPLACE

The "Spanish in the Workplace" series is designed to help remove language barriers in the workplace. From bankers, builders, emergency techs to nurses, police officers and teachers, customized Spanish training that is job specific is available for scheduling. Each course promotes natural language acquisition through the use of non-traditional training techniques including music, role-playing, games and other group activities. No prior knowledge of Spanish is required. CEU credit course. For details on how to design and schedule Spanish training for your workplace, contact the Training for Business & Industry Center at (205) 391-2434.

ON-LINE INSTRUCTION



Update skills, discover a new talent, or chart a career path at your own pace and at your convenience with ONLINE COURSES.

Most of the courses run for 6 weeks and consist of 12 lessons at a cost ranging from \$80 to \$135 with the exception of the Paralegal courses. The lessons are supplemented by interactive quizzes, assignments, tutorials, and online discussion areas and are available via the World Wide Web. Read your lessons and ask questions of your instructor at the times most convenient to you. Broad topics for course listings include:

- The Internet
- Web Page Design
- Web Graphics & Multimedia
- Web Programming, Basic Computer Literacy
- Computer Applications
- Desktop Publishing & Imaging
- Computer Troubleshooting and Networking
- Computer Programming & Database Management
- A+ Certification Preparation
- Palm Pilot & Pocket PC
- Digital Photography and Digital Video
- Languages
- Writing Courses
- Grant Writing & Non-profit Management
- Business Planning and Entrepreneurial Courses
- Accounting, Business Administration & Management
- Test Prep, Personal and Career Development
- Personal Finance and Wealth Building
- Health Care, Nutrition and Fitness
- Family and Personal Enrichment
- Child Care and Parenting
- Law and Legal Careers
- Continuing Education for Health Care Professionals
- Courses for Teaching Professionals

For a complete listing of courses available under these topics please refer to the website.

All you need to get started is Internet access, an e-mail address, and a Web browser. Additional requirements, if any, will be listed with the course description. Registration and Orientation are completed on-line with payment handled directly through Shelton State Community College. For more information, go to <http://www.ed2go.com/shelton> or call (205)391-2386.

LEADERSHIP & ORGANIZATIONAL DEVELOPMENT



achieveglobal

Frontline Leadership Series:

- Your Role and the Basic Principles
- Giving Constructive Feedback
- Getting Good Information From Others
- Getting Your Ideas Across
- Dealing With Emotional Behavior
- Recognizing Positive Results

The Achieve Global partnership with Shelton State's Training for Business & Industry Center offers education and training services for all organizational levels. Executives, managers, individual contributors, team leaders and members all benefit from the knowledge, enhanced skills, and useful, practical tools that Achieve Global provides. Corporate Training instructors are certified to provide Achieve Global training in the following programs:

Call today for information on how your corporation can take advantage of these proven training programs. For more information, call the Training for Business & Industry Center at (205) 391-2434.

Complete and Mail to:
Shelton State Community College

Business Office, Box 252
9500 Old Greensboro Road
Tuscaloosa, AL 35405

...or fax to 391-2453



Training for Business and Industry Center

CONTINUING EDUCATION

Shelton State Community College Registration Form

Name (please print) _____

Male/Female _____ Race _____ Birth Date ____ / ____ / ____

Address _____

City _____ State _____ Zip _____ County _____

E-mail Address _____

Phone (Home) _____

Phone (Work) _____

Social Security # _____

Employer: _____

COURSE/S #	COURSE TITLE	FEE
1. _____		
2. _____		
3. _____		
4. _____		

PARKING FEE: \$5.00 (unless one day seminar)

TOTAL: _____

Method of Payment: ☐ Money Order ☐ Check ☐ Master Card ☐ VISA ☐ P.O.

Check and/or money order should be made payable to SSCC.

Card Number _____ Expiration Date ____ / ____

REQUIREMENTS FOR REGISTRATION

High school graduation or the equivalent is not required for participation in Continuing Education courses. Credit courses listed in this schedule are subject to the standard College enrollment requirements.

REGISTRATION OPTIONS

1) By Fax:

Fax a completed registration form with a VISA or MasterCard, or purchase order number with billing information to (205) 391-2453.

2) By Phone:

Call (205) 391-2386

3) By Mail:

Send the completed registration form with a check or money order to Shelton State Community College, Business Office Box 252, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.

4) In Person:

Bring the completed registration form to the office of Training for Business and Industry & Continuing Education, Suite 1363. Office hours are Monday - Friday, 8 a.m. - 5 p.m. Payment should be made through the Cashier's Office.

Call 391-2386 to register. You may also receive information by visiting the Shelton State Community College web site <http://www.sheltonstate.edu>. Go to TBI / CEU Schedule from the main menu.

CONFIRMATION

A written confirmation will be mailed prior to the first class meeting unless time does not allow. Information will include the date, time and location of the course, a map and a parking form for vehicle registration (if this applies).

CANCELLATIONS AND REFUNDS

Class participants have three working days following the first class meeting to request a refund. A refund minus a 5% administrative processing fee will be mailed. Please include your name, social security number, course name and number on your written request. Failure to attend the program does not constitute cancellation. All registrations will be refunded in full for class cancellations due to insufficient enrollment.

PARKING

A parking permit is required for everyone participating in any course offered through Shelton State Community College. Permits are effective for the academic school year beginning in the fall semester, so please keep the permit until the year is completed. Please include the \$5 fee with the registration payment. All cars parked without a permit are subject to being ticketed. Shelton disability parking validation is required. Please take handicap verification and parking form to the Campus Security to receive a tag for handicap parking.

DATES OF SCHOOL CLOSING

Shelton State Community College will not be open for classes on January 17, February 17 & 18 and March 26 - April 1. Classes will be held on week-days beginning January 6 through May 9, 2005 unless otherwise stated.

CONTINUING EDUCATION UNITS

Continuing Education Units (CEUs) are a nationally recognized method for noting non-credit Continuing Education participation and are available for many of the courses. One CEU is granted for each ten contact hours of class participation. To qualify for the CEU, an individual must attend at least ninety percent of the course and display an understanding of the course content.

**It is the official policy of the Alabama Department of Postsecondary Education, including all Postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of or shall be subjected to discrimination under program activity or employment.*

**Although the publisher of the schedule has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical or printing errors occasioned by honest mistakes. All information in this schedule is subject to change by Shelton State without prior notice.*